Date _____

ProLiteracy America & The UPS Foundation
Involving Volunteers in Publicly Funded ESL Programs
Cover Sheet

Name of Organization _____

Address _____

_____
City   State   Zip

Primary Phone (_____)_____   E-mail _____

Contact Information Regarding this Proposal

Name_____Title _____

Address _____

_____
City   State   Zip

Primary Phone (_____)_____   E-mail _____

Program Information
1. Which of the following describes your program?
   ☐ Part of a K-12 system
   ☐ Part of a Community College
   ☐ A 501(c)(3) Nonprofit Agency
   ☐ Other (what? _____)

2. How many paid ESL teachers does your program have who work with lower-level students?   ☐ Part-time   ☐ Full-time

3. How does your program provide instruction?
   ☐ From a central site
   ☐ Through multiple sites
   ☐ Both of the above

4. Which of the following is the primary method of providing instruction to lower-level ESL students?
   ☐ Classroom
   ☐ Small group

- ☐ One-to-one tutoring
- ☐ Independent learning in a computer lab
- ☐ Individualized group instruction

5. Does your program offer instruction throughout the whole year? ☐ Yes   ☐ No
   If no, please indicate when your program is closed: _____

6. What is your program's approximate annual budget (including adult basic education, GED, and ESL)? _____
   What percentage of the budget comes from WIA funds and state education grants? _____

7. How many total students is your program serving? _____
   How many lower-level ESL students is your program serving? _____

8. How many hours of instruction does the average lower-level ESL student receive in a typical month? _____

9. List the assessments your program currently uses with lower-level ESL students:

   _____

   _____

10. How often does your program reassess lower-level ESL students?
    - ☐ After a specific number of hours of instruction (how many? _____)
    - ☐ After a specific length of time in the program (how long? _____)
    - ☐ Other (what? _____)

11. Location**:**   ☐ Rural (less than 25,000 population)
                     ☐ Mid-sized (25,000 to 250,000 population)
                     ☐ Urban (250,000+ population)

We, the undersigned, support the submission of this proposal:

_____   _____
Name, Agency Director

_____   _____
Signature, Agency Director   Date

_____
Name of Person Who Will Manage Volunteers

_____   _____
Signature of Person Who Will Manage Volunteers   Date

Draft Project Budget

How do you currently envision that you will use the $20,000 grant to supplement your existing resources and implement this project?

Item	**Amount**	**FT/PT**
Salaries & wages (break down by position and indicate if full or part time).		
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
Insurance, benefits, & related taxes	$_____	
Consultants & professional fees	$_____	
Travel (other than that covered by ProLiteracy)	$_____	
Staff and volunteer training	$_____	
Equipment	$_____	
Supplies	$_____	
Printing & copying	$_____	
Telephone	$_____	
Postage	$_____	
Other (specify)	$_____	
_____	$_____	
_____	$_____	
Total Expenses	**$_____**	

If you think the total project expenses will exceed $20,000, please list other source(s) of revenue that you have identified:

_____

_____

_____ ____

_____